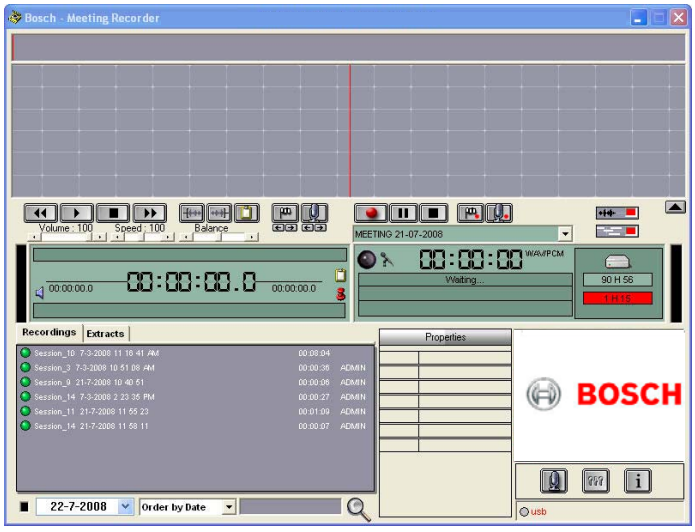
DCN-MR(T) Meeting Recorder



en | Installation and User Instructions
Meeting Recorder

BOSCH

Disclaimers

Bosch Security Systems

Although every effort has been made to ensure the information and data contained in these Installation and User Instructions is correct, no rights can be derived from the contents.

Bosch Security Systems disclaim all warranties with regard to the information provided in these instructions. In no event shall Bosch Security Systems be liable for any special, indirect or consequential damages whatsoever resulting from loss of use, data or profits, whether in action of contract, negligence or other tortious action, arising out of or in connection with the use of the information provided in these Installation and User Instructions.

Microsoft

Windows® is a registered trademark of Microsoft Corporation in the United States and other countries.

About this manual

Function

The Installation and User Instructions gives the installers and the operators the necessary data to install, configure and operate the DCN-MR(T) Meeting Recorder.

Digital version

The Installation and User Instructions manual is available as a digital file (Portable Document Format, PDF).
When the PDF refers you to a location that contains more data, you can click the text to go there. The text contains hyperlinks.

Contents

Disclaimers **2**
About this manual **2**
Contents **3**
1. Installation **5**
1.1 PC Requirements 5
1.2 Installing the application 5
1.3 Installing the license 5
1.4 Start-up window 6
1.5 External connections 7
2. Configuration **9**
2.1 Overview 9
2.2 Hardware Configuration 10
2.3 Directories 10
2.4 Interface 11
2.5 External Hardware 11
2.6 Maintenance 13
2.7 Language 13
2.8 Security 14
2.9 Options 15
3. Operation **16**
3.1 Overviews 16
3.2 Enabling the manual attaching of speaker names to recordings 18
3.3 Making recordings 19
3.4 Managing recordings 20
3.5 Playing recordings 21
3.6 Editing recordings 21
4. Transcription **22**
4.1 Introduction 22
4.2 Settings and preconditions 22
4.3 Transcribing recordings 22

Intentionally left blank.

1 Installation

1.1 PC Requirements

The Meeting Recorder application software can be installed on any PC that meets the following minimum requirements:

table 1.1: Minimum requirements

Operating system:
Windows® 7 Home Premium (32 and 64 bits) or above. Or: Windows® Vista Home Premium (32 or 64 bits) or above.
Sound card:
Compatible with used operating system:
USB ports:
USB ports for: • Dongle • DCN-MRFP Transcription Foot Pedal
RS232 ports:
RS232 port for DCN-CCU(B) or DCN-WCCU: • DCN (Wireless) microphone activity
Ethernet port:
Ethernet port for DCN-CCU(B)2

Note
If the PC does not have an RS232 port, the 'microphone activity' signal can be connected to a free USB port with an RS232-to-USB converter (not supplied).
For transcription purpose the 'microphone activity' signal is not required. In that case the free USB port can be used to connect the foot pedal DCN-MRFP.

1.2 Installing the application

The supplied DVD contains the Meeting Recorder application software.

Follow these steps:
1 Put the DVD in the PC DVD-drive.
> *The DVD starts automatically.*
2 Follow the on-screen instructions.

If the DVD does not start automatically:
1 Go to Start > Run.
2 Enter X:\index.html. (Replace X with the character of your DVD-drive.)
> *The DVD starts.*
3 Follow the on-screen instructions.

1.3 Installing the license

The supplied dongle contains the Meeting Recorder application software 'license'. If the dongle is not connected, only the 'demonstration mode' of the application can be used.

table 1.2: License

USB Dongle with 'blue' label	USB Dongle with 'yellow' label
DCN-MR: Full license for recording, playing, editing and transcription of recordings.	DCN-MRT: Restricted license for playing, editing and transcription of recordings.

Follow these steps:
1 Switch on the PC.
2 If already running, close the Meeting Recorder application.
3 Connect the dongle to a free USB port.
> *The PC shall detect the dongle within 1 minute.*

Caution: when the dongle is connected for the first time, the Meeting Recorder software will generate a random 'maintenance' password. Store this password on a safe place because you need it to recover the software in case the user 'administrator' password has been lost. Refer to the 'Security' chapter 2.8.

1.4 Start-up window

Figure 1.1 shows the 'user interface' window as soon the Meeting Recorder application software has been properly installed on the PC. Follow first the chapter 1.5 instructions before making configuration changes as described within the 'Configuration' section (refer to chapter 2).

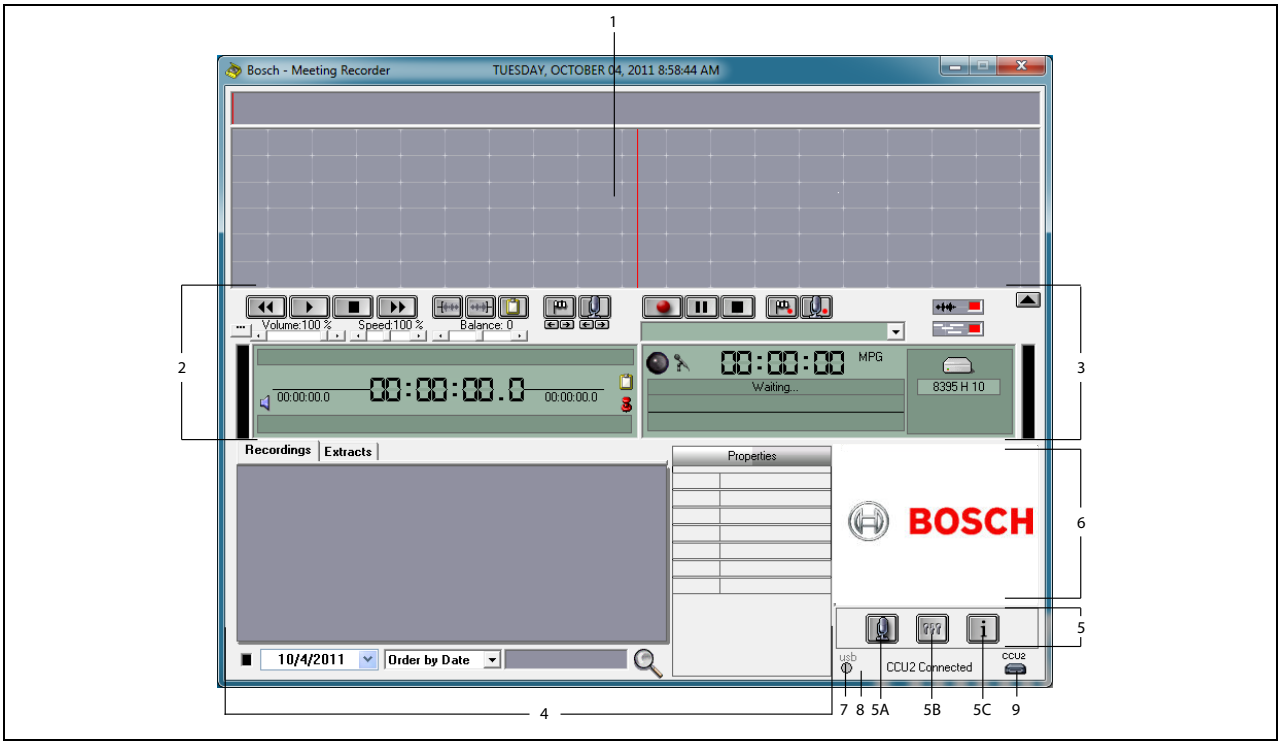


figure 1.1 User interface

1 **Visualization section** - Shows a visualization of the 'recording' with attached 'speaker names' and 'markers'.

2 **Playing section** - Enables to 'play' and 'edit' recordings and 'extracts' from the recording database (refer to the chapters 3.5 and 3.6).

3 **Recording section** - Enables 'recording' (refer to chapter 3.3).

4 **File section** - Shows the 'recorded files' or the 'directories' and enables to 'manage the recordings' in the recording database (refer to chapter 3.4).

5 **Configuration section**

- A) **Microphone button** - Opens the 'Speakers' window where you can enable the attaching of 'speaker names' to recordings (refer to chapter 3.2).
- B) **Configuration button** - Opens the 'Configuration' window where you can configure the application and the connected hardware (refer to chapter 2).
- C) **Information button** - Opens the 'Information' window which contains information about the software version and license.

6 **Illustration import** - Right mouse click opens a dialog window to 'import' a custom made illustration in JPG or BMP format.

7 **USB dongle indicator** - Blue indicates a dongle with full licence rights. Yellow indicates limited licence rights (refer to chapter 1.3).

8 **USB connection** - If the foot pedal has been detected the text 'USB' will be appear in red, and in grey when no foot pedal is detected (refer to chapter 1.5.2).

9 **CCU(B)2 connection** - Shows the connection status with the DCN-CCU(B)2 (Central Control Unit).

1.5 External connections

1.5.1 Hardware connections

Before using the Meeting Recorder application software it is advised to connect and check all hardware to avoid incorrect operation.

1.5.2 Installing the foot pedal

If the Meeting Recorder application is used for transcription, the foot pedal (sold separately as DCN-MRFP) has to be connected.

Follow these steps:

1 Switch on the PC.

2 Connect the foot pedal to a free USB port.

> *The PC shall detect the foot pedal within 1 minute.*

Note

If the foot pedal has been detected the text "USB" in the right hand bottom of the main window will be appear in red, and in grey when no foot pedal is detected.

To configure the foot pedal, refer to chapter 2.5.2.

1.5.3 Connecting to CCS

1.5.3.1 General

Refer to figure 1.2 how to connect the audio output of the CCS central unit to the PC. The audio connection cable (only supplied with the DCN-MR) can be used (refer to figure 1.4).

1.5.3.2 Audio signal

The audio output of the CCS central unit produces a mono audio signal, whereas the Meeting Recorder can make stereo recordings (refer to chapter 2.2). If the meeting recorder is configured for stereo recordings, connect the mono audio signal of the CCS to both the left and right audio input of the PC*.

* or use the audio connection cable which is supplied with the DCN-MR (refer to figure 1.5).

1.5.4 Connecting to DCN

1.5.4.1 General

Refer to figure 1.3 and 1.4 how to connect the DCN (wireless) central control unit or audio expander to the PC.

1.5.4.2 Audio signal

The audio outputs of the DCN central control unit or audio expander produce mono audio signals, whereas the Meeting Recorder can make stereo recordings (refer to chapter 2.2). If the Meeting Recorder is configured for stereo recordings, mono-lingual or bi-lingual recordings can be made.

- Mono-lingual recordings can be made to connect the applicable audio output to both the left and right PC audio input*.
- Bi-lingual recordings (for example, recordings that contain the floor signal and a simultaneous interpretation) can be made to connect one of the audio outputs to the PC left audio input and the other audio output to the PC right audio input*.

* or use the audio connection cable which is supplied with the DCN-MR (refer to figure 1.5).

1.5.4.3 Microphone activity

The 'microphone activity' connection is an optional serial connection that uses the LBB4187/00 Open Interface (sold separately) for the communication between the PC and the central control unit.

The 'microphone activity' connection creates the possibility to automatically attach the speaker names to the recordings (refer to figure 1.3).

1.5.4.4 DCN Control Software

A DCN system can be controlled with different types of software packages. The DCN Meeting Recorder application software can be installed and run on the same PC with the DCN Control Software. However, they must be used with both their own RS232 link between the Central Control Unit an PC (refer to figure 1.3).

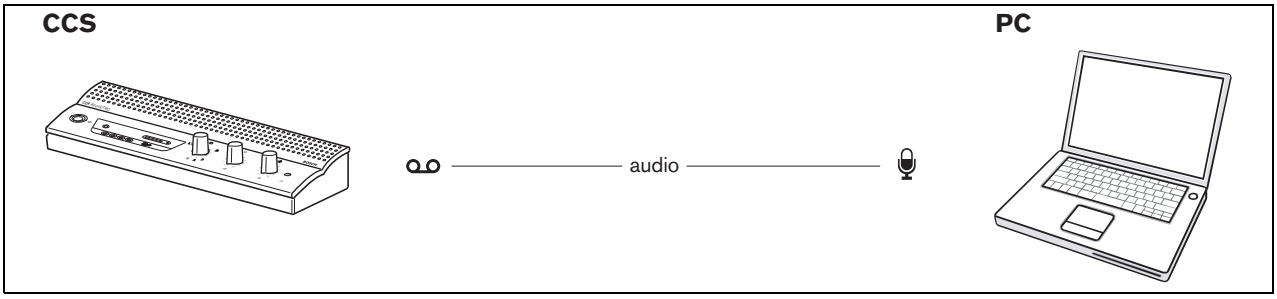


figure 1.2: Connection to CCS system

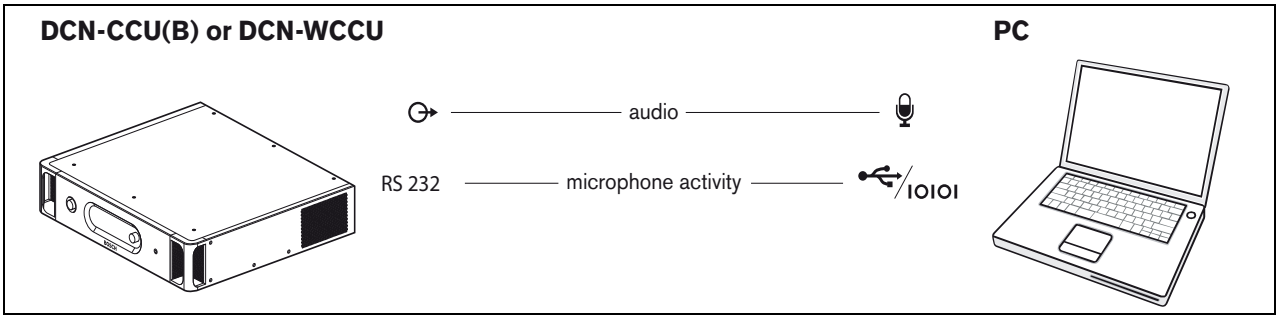


figure 1.3: Connection to DCN-CCU(B) or DCN-WCCU systems

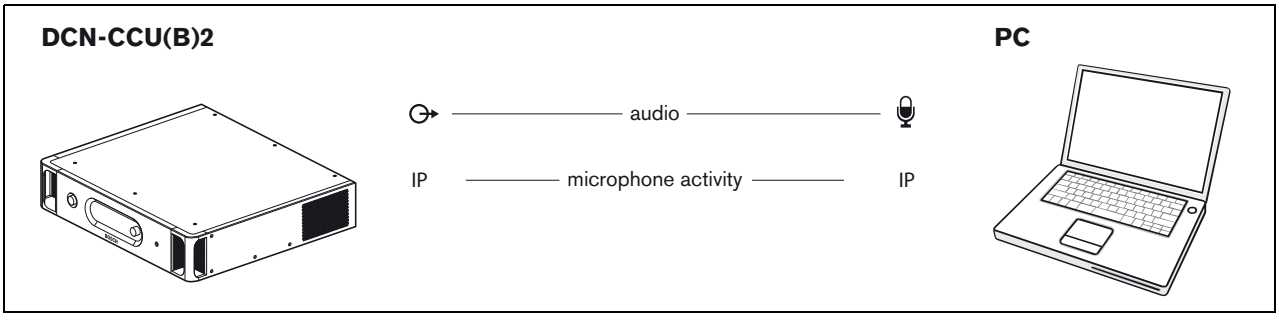


figure 1.4: Connection to DCN-CCU(B)2 systems

Note
Connect the audio output to the PC microphone input as indicated in figure 1.2, 1.3 and 1.4. The cable assembly (only supplied with the DCN-MR) as indicated in figure 1.5 can be used.

figure 1.5: Audio connection cable

2 Configuration

2.1 Overview

Figure 2.1 shows an overview of the different sections within the 'Configuration' window. Click on the indicated 'configuration button' of the 'user interface' window to open the 'Configuration' window.

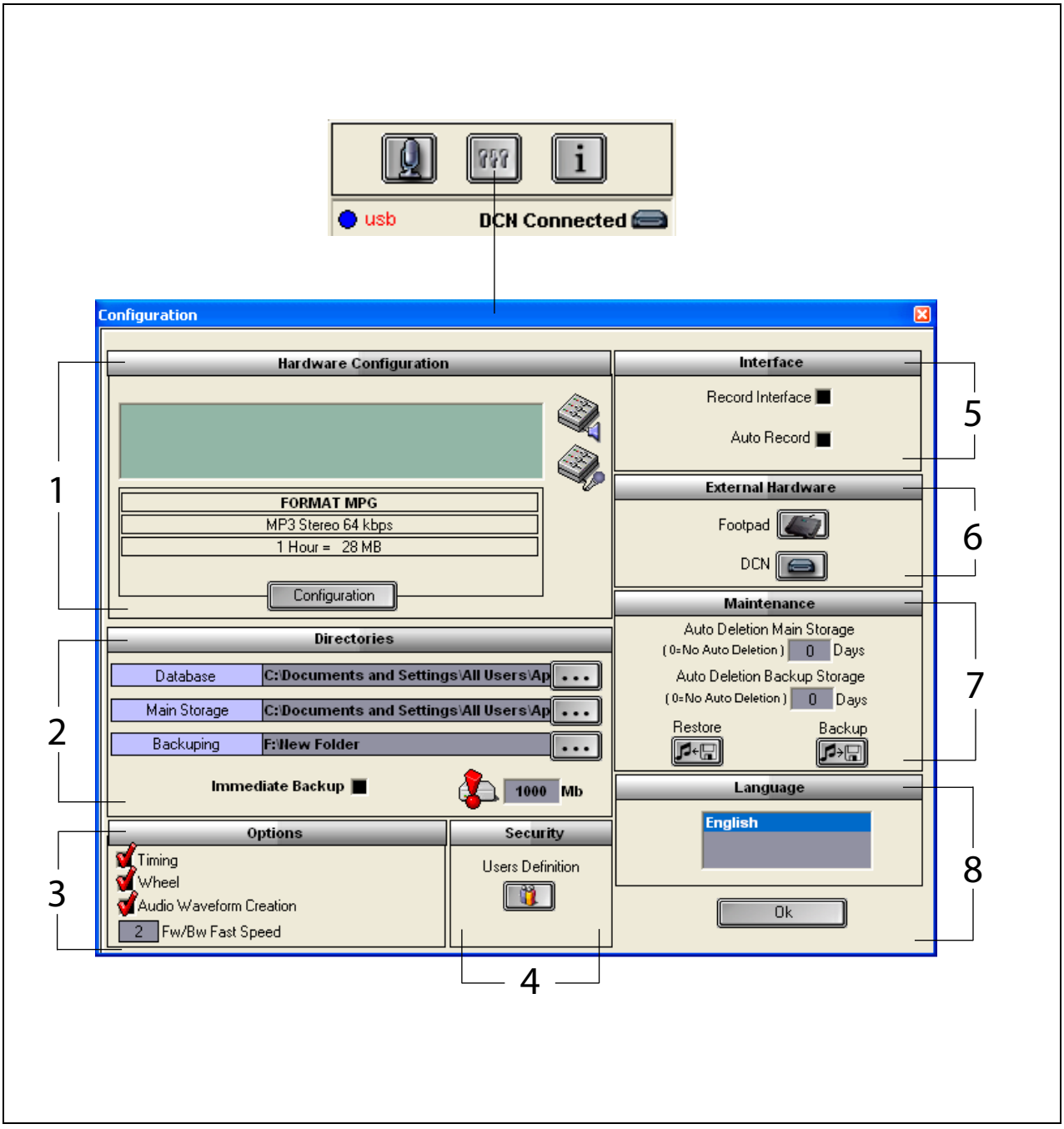


figure 2.1: Configuration

1 Hardware Configuration section(refer to chapter 2.2)
2 Directories section (refer to chapter 2.3)
3 Options section (refer to chapter 2.9)
4 Security section (refer to chapter 2.8)
5 Interface section (refer to chapter 2.4)
6 External Hardware section (refer to chapter 2.5)
7 Maintenance section (refer to chapter 2.6)
8 Language section (refer to chapter 2.7)

2.2 Hardware Configuration

The 'Hardware Configuration' section contains the following controls and indicators (refer to figure 2.2):

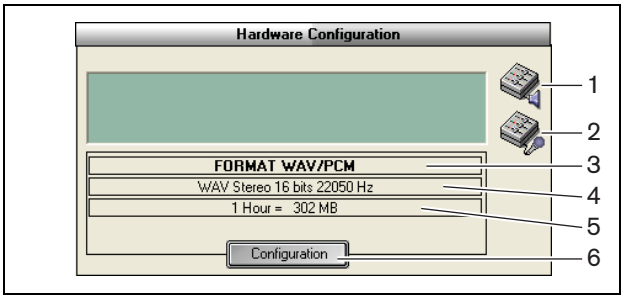


figure 2.2: Hardware configuration

1 **Volume control button** - Opens the 'Windows® Volume Control' window.
2 **Recording control button** - Opens the 'Windows® Recording Control' window.
3 **Audio format indicator** - Shows the 'audio format' in which new recordings are made.
4 **Audio quality indicator** - Shows the 'audio quality' of new recordings.
5 **Filesize indicator** - Shows the 'filesize' of a recording of approximately 1 hour in the selected audio format and selected audio quality.
6 **Configuration button** - Opens the 'Configuration Acquisition Format' window (refer to figure 2.3). Here the 'hardware configuration' settings can be changed.

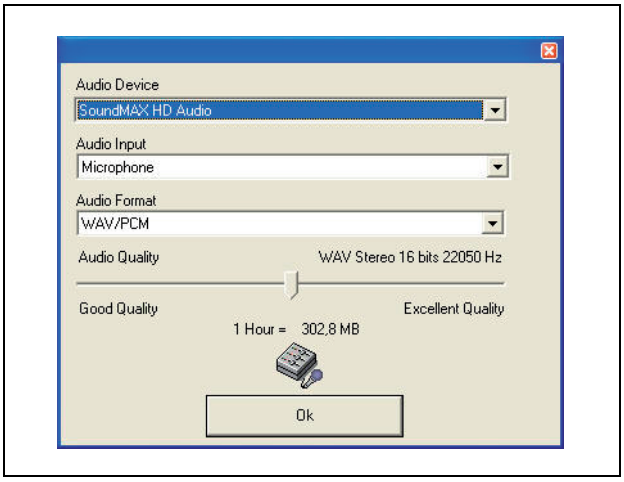


figure 2.3: Configuration acquisition format

2.3 Directories

The 'Directories' section contains the following controls and indicators (refer to figure 2.4):

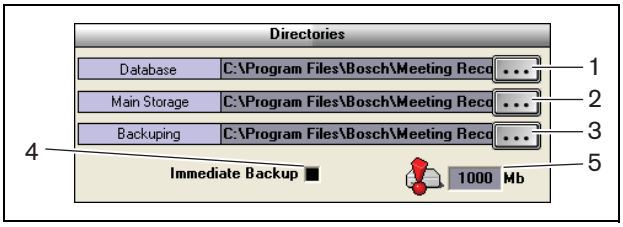


figure 2.4: Directories

1 **Database button** - Selects the 'location' in which the 'application databases' (for example, the speakers database) are saved.
2 **Main storage button** - Selects the 'location' in which the 'recordings' are saved.
3 **Backup button -** Selects the 'location' in which the 'copies of the databases' and the 'recordings' are archived.
4 **Immediate Backup checkbox** - Enables or disables 'Immediate Backup'. If 'Immediate Backup' is enabled all new recordings are immediately copied to the archive.

Note
New recordings can not be start during the 'Immediate Backup'. It is recommended to disable 'Immediate Backup'.

5 **Store capacity threshold** - Sets the 'Store capacity threshold'. The Meeting Recorder application generates a 'warning message' if the available database and recording store capacity has been reached the 'Store capacity threshold'.

2.4 Interface

The 'Interface' section contains the following controls and indicators (refer to figure 2.5):

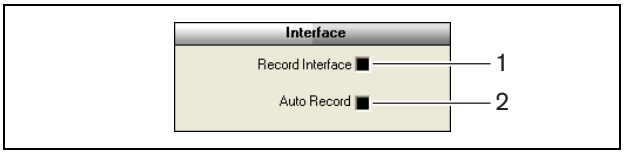


figure 2.5: Interface

1 **Record Interface checkbox** - Enables or disables a large 'recording button' that remains on top of all Windows® applications.
2 **Automatic Record checkbox** - Enables or disables 'automatic recording'. If 'automatic recording' is enabled, the application automatically starts recording and a attention sound is produced as soon the application has been started.

2.5 External Hardware

2.5.1 Overview

The 'External Hardware' section contains the following controls and indicators (refer to figure 2.6):

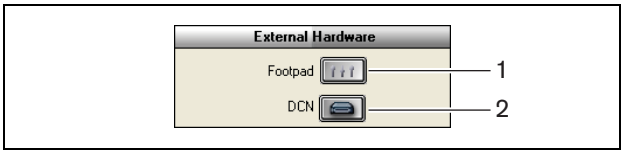


figure 2.6: External hardware

1 **Footpad button** - Opens the 'Footpad configuration' window (refer to chapter 2.5.2).
2 **DCN button** - Opens the 'DCN' window (refer to chapter 2.5.3).

2.5.2 Foot pedal

2.5.2.1 Overview

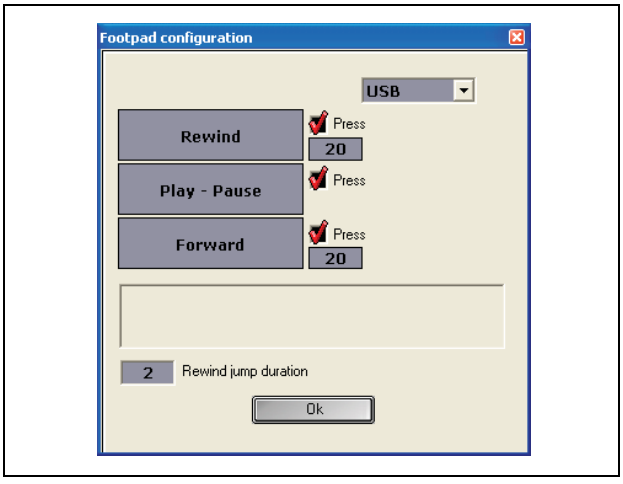


figure 2.7: Foot pedal configuration

2.5.2.2 Forward/Rewind

To configure a foot pedal forward/rewind in recordings, follow these steps:

1 Click on the 'Forward' or 'Rewind' button.
2 Follow the on-screen instructions.
3 Check or uncheck the 'Press' checkbox.
4 In the 'Forward/Rewind duration boxes', set the number of seconds that the recording automatically forward/rewind when you pause it.
5 Click on the 'OK' button to save all changes in the 'Footpad configuration' window.

table 2.1: Forward/Rewind

'Press' checkbox	Function
Checked	Forward or Rewind: If you press the pedal, the recording goes forward or backward as long as you press the pedal. (To set the speed, refer to chapter 2.9)
Unchecked	Forward or Rewind If you press the pedal, you forward or play-back in the recording with the specified number of seconds entered.

Note
It is not possible to alter the playback speed of a recording made in WMA format.

2.5.2.3 Play/Pause

To configure a foot pedal to play or pause recordings, follow these steps:

1 Click on the 'Play' or 'Pause' button.
2 Follow the on-screen instructions.
3 Check or uncheck the 'Press' checkbox.

table 2.2: Play / pause

'Press' checkbox	Function
Checked	If you 'press' the pedal, the recording is 'played'. If you 'release' the pedal, the recording is 'paused'.
Unchecked	If you 'press' the pedal, the recording is 'played'. If you 'press' the pedal again, the recording is 'paused'.

4 In the 'Rewind jump duration' box, set the number of seconds that the recording automatically 'rewind' when you pause it.
5 Click on the 'OK' button to save all changes in the 'foot pedal configuration' window (refer to figure 2.7).

2.5.3 DCN connection

2.5.3.1 Overview

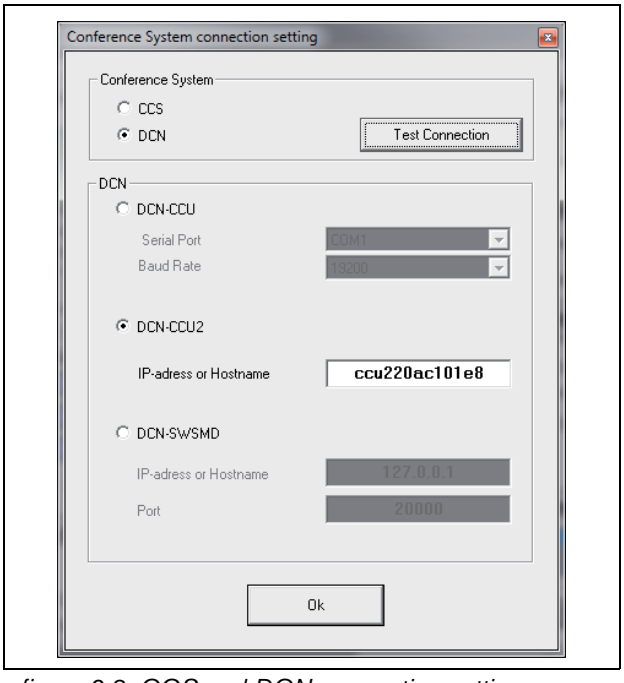


figure 2.8: CCS and DCN connection settings

2.5.3.2 DCN-(W)CCU(B) connection

To configure the RS232 connection to the central control unit of the DCN (Wireless) system, follow these steps:

1 Set the RS232 protocol port to 'Open Interface', on the central control unit, to which the PC is connected.
2 Set the baudrate on 19200 baud.

Note
Refer to the DCN Installation & User Instructions to configure the RS232 ports of the central control unit.

3 Select the 'Use Information from DCN' checkbox.
4 Select the PC RS232 serial COM port and set to '19200 baud'.
5 Click the 'OK' button to save the changes.

Note
With the 'Test Connection' button, you can test the connection. The message 'DCN link OK' will appear when a connection has been established. If no connection is established the 'No link with DCN' message will appear.

2.5.3.3 DCN-CCU(B)2 connection

To configure the IP connection to the central control unit of the DCN (Wireless) system, follow these steps:

1 Select the DCN-CCU2 checkbox.
2 Enter the 'IP address' or 'hostname' of the connected DCN-CCU(B)2.
3 Click the 'OK' button to save the settings.

Note
DCN-CCU(B)2 enables you to enter the names of the speakers automatically in the recording. The names are retrieved from the DCN-MR application. For this a DCN system with Open Interface is necessary. The DCN-MR connects to the DCN-CCU(B)2.

2.5.3.4 DCN-SWSMD connection

To configure the IP connection to the DCN-SWSMD application, follow these steps:

1 Select the DCN-SWSMD checkbox.
2 Enter the 'IP address' or 'hostname' and port number of the DCN-SWSMD application.
3 Click the 'OK' button to save the settings.

Note
DCN-SWSMD enables you to enter the names of the speakers automatically in the recording. The names are retrieved from the Delegate Database. For this a DCN system with DCN-SW, DCN-SWDB and DCN-SWSMD is necessary. The DCN-MR connects to the DCN-SWSMD application.

2.6 Maintenance

The 'Maintenance' section contains the following controls and indicators (refer to figure 2.9):

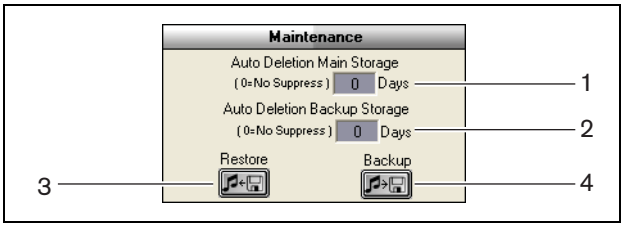


figure 2.9: Maintenance

1 **Auto Deletion Main Storage control** - Sets the 'number of days' after which the stored recordings are 'automatically deleted'.
2 **Archive Deletion Backup Storage control** - Sets the 'number of days' after which the copies of the databases and the recordings are 'automatically deleted' from the archive.
3 **Restore button** - Opens a dialog with which you can 'restore' the archive.
4 **Backup button** - Copies all databases and recordings to the archive.

2.7 Language

The 'Language' section contains the following controls and indicators (refer to figure 2.10):

figure 2.10: Language

1 **Language control** - Sets the 'language' in which the application shows.

2.8 Security

To protect the program against unauthorized users it is advised to create 'user' accounts and assign 'privileges'.

The 'Security' section contains the following controls and indicators (refer to figure 2.11):

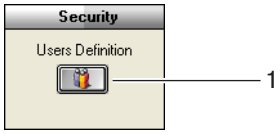


figure 2.11: Security

1 **User Definition button** - Opens a dialog in which 'Users' can be defined (refer to figure 2.12).

Note
At least one account should have all user rights. This account will serve as 'administrator' account.

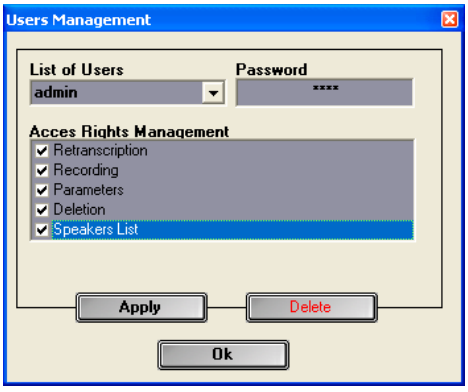


figure 2.12 Users Management

Follow these steps:

1 Add a name in the 'List of Users'.

Note
The passwords are case-sensitive. If no 'users' are defined the program is not secured and no password shall be asked.

2 Enter your own password in the 'Password' field.

3 Check the required 'Access Rights Management' checkbox.

4 Click on the 'Apply' button.

> *The program shall ask to validate the user. Press on the 'OK' button.*

Note
When an active 'user' is deleted the program will automatically closed.

Note
If the 'administrator' account password is lost, the program can be recovered with the 'maintenance' password. Refer to chapter 1.3 note.

table 2.3: User rights

User rights	Description
Retranscription	If checked, the user can use the application to make transcriptions of recordings. The user cannot make recordings (refer to chapter 4).
Recording	If checked, the user can use the application to make recordings. The user cannot make transcriptions of the recordings (refer to chapter 3.3).
Parameters	If checked, the user can access the 'Configuration' window (refer to chapter 2).
Deletion	If checked, the user can access the 'File' section (refer to chapter 3.4).
Speakers List	If checked, the user can access the 'Speakers' window (refer to chapter 3.1.2).

2.9 Options

The 'Options' section contains the following controls and indicators (refer to figure 2.13):

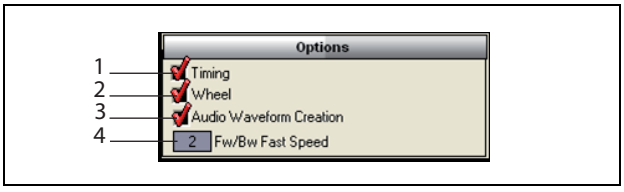


figure 2.13: Options

1 **Timing checkbox** - Shows or hides the 'Timing' information in the visualization section of the user interface (refer to chapter 3.1).

2 **Wheel checkbox** - Enables or disables to use the 'scrolling wheel' of the connected mouse to scroll through opened recordings.

Note
This function is 'not enabled' within the Meeting Recorder application software.

3 **Audio Waveform Creation checkbox** - Shows or hides the 'audio waveform' in the visualization section of the user interface (refer to chapter 3.1).

4 **FW/BW Fast Speed control** - Sets the 'speed' that is used to go 'forward' or 'backward' in a recording.

3 Operation

3.1 Overviews

3.1.1 User interface

The 'user interface' contains the following sections and controls (refer to figure 3.1):

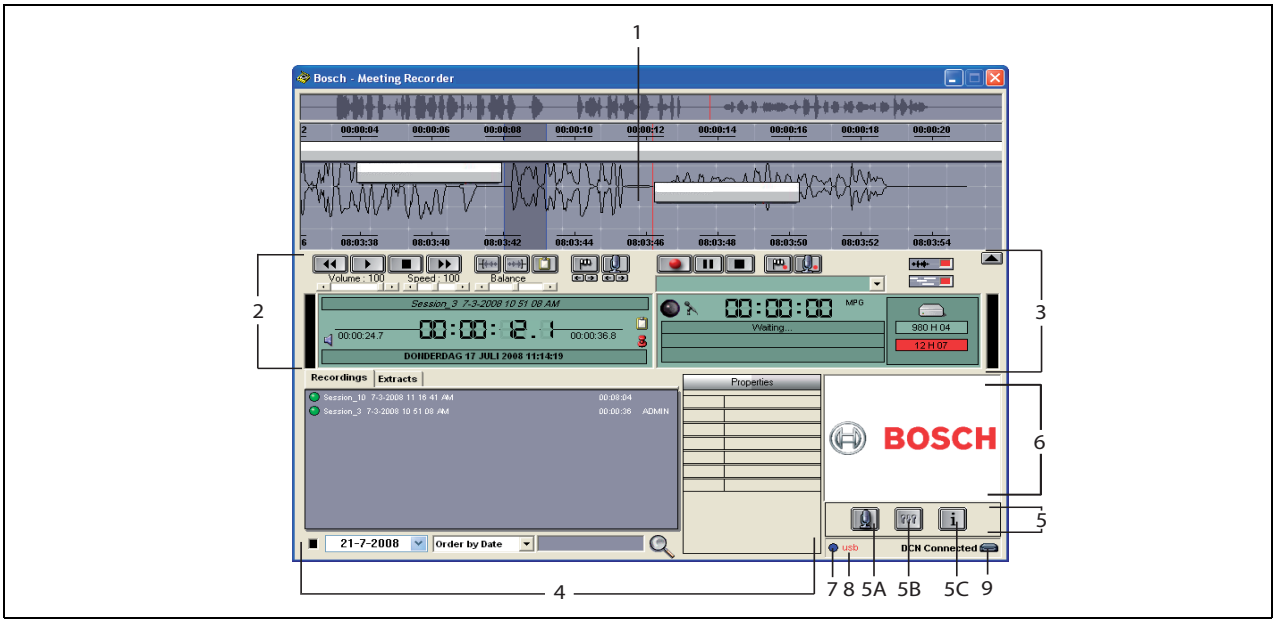


figure 3.1: User interface

1 **Visualization section** - Shows a visualization of the recording with 'attached speaker names' and 'markers'.

2 **Playing section** - Enables to 'play' and 'edit' recordings and 'extracts' from the recording database (refer to the chapters 3.5 and 3.6).

3 **Recording section** - Enables 'recording' (refer to chapter 3.3).

4 **File section** - Shows the 'recorded file' or the 'directories' and enables to 'manage' the recordings in the recording database. When a separate file is selected, the 'properties' of the file are shown on the right hand side. Use the 'search' function for quickly find a file or recording (refer to chapter 3.4).

5 **Configuration section**

- **A) Microphone button** - Opens the 'Speakers' window in which you can enable the attaching of speaker names to recordings (refer to chapter 3.2).
- **B) Configuration button** - Opens the 'Configuration' window in which you can configure the application and the connected hardware (refer to chapter 2).
- **C) Information button** - Opens the 'Information' window. The 'Information' window contains information about the software version and license.

6 **Import window** - Right mouse click opens a dialog window to 'import' a custom made illustration in JPG or BMP format.

7 **USB dongle indicator** - Blue indicates a dongle with full licence rights. Yellow indicates limited licence rights (refer to chapter 1.3).

8 **USB connection** - If the foot pedal has been detected the text 'USB' will be appeared in red, and in grey when no foot pedal is detected (refer to chapter 1.4.2).

9 **DCN connection** - Shows the text 'DCN connected' if the DCN connection has been established.

3.1.2 Speakers Configuration window

Within the 'Speakers' configuration window, you can:

1 Define speakers in the 'List of Speakers' section (refer to chapters 3.2.1 and 3.2.2).

2 Add specific information about the speaker in the 'Information' section (refer to chapters 3.2.1 and 3.2.3).

3 Define/prepare a meeting in the 'List of Meetings' section (refer to chapters 3.2.1 and 3.2.2).

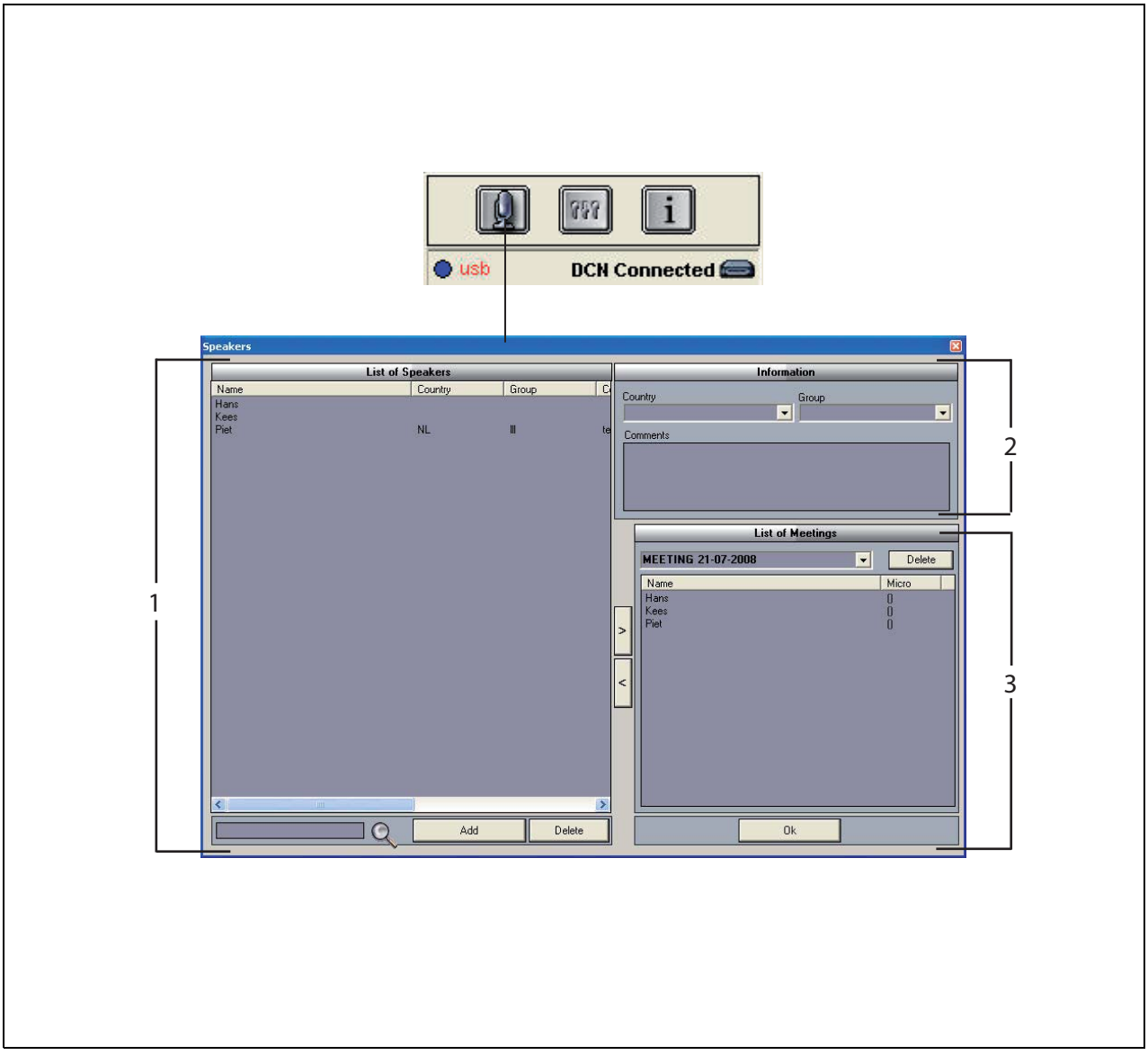


figure 3.2: Speakers configuration window

3.2 Enabling the manual attaching of speaker names to recordings

3.2.1 Introduction

To enable the 'manual' attaching of speaker names to recordings is done by the 'microphone' buttons in the 'recording' section and 'playing' section of the 'user interface'. Follow these steps:

1 Make the 'List of Speakers' (refer to chapter 3.2.2).
2 If necessary, add 'optional information' (refer to chapter 3.2.3).
3 Define/prepare the meeting (refer to chapter 3.2.4).
4 Add the 'speakers' to the meeting (refer to chapter 3.2.2).

To enable the 'automatic' attaching of 'speaker names' to the recording, follow these steps:

1 Check if the PC that runs the Meeting Recorder software is connected correctly to the Central Control Unit (CCU) of the DCN (Wireless) system (refer to chapter 1.5).
2 Make the 'List of Speakers' (refer to chapter 3.2.2).
3 If necessary, add 'optional information' (refer to chapter 3.2.3).
4 Define/prepare the meeting (refer to chapter 3.2.4).
5 Add the 'speakers' to the meeting (refer to chapter 3.2.2).
6 Assign the 'microphones' to the speakers (refer to chapter 3.2.5).

3.2.2 Making the List of speakers

Follow these steps:

1 Click on the 'Add' button.
> *A text box appears.*
2 Enter the 'name' of the 'speaker' and click on the 'OK' button.
> *The name of the speaker shows in the 'List of Speakers'.*

Note
A 'speaker name' can be quickly found by entering in the search box and press the magnifier button.

3.2.3 Adding optional information

Optional information can be add to the 'List of Speakers'. Follow these steps:

1 Click on the 'name' of the applicable speaker.
> *The name of the speaker is highlighted.*
2 Type the applicable 'optional information' in the applicable box in the 'Informations' section.
> *The optional information shows in the 'List of Speakers'.*

Note
Once information is entered in the 'Country and Group' list, it is also added to the 'List of Speakers'. If you need the same optional information again, it could be selected from the list without re-typing.

3.2.4 Define/prepare meetings

Follow these steps:

1 Type the 'name' of the meeting in the 'List of Meetings' section. Or:
2 Select the applicable 'meeting' in the 'List of Meetings' section.
3 Click on the 'name' of the applicable speaker in the 'List of Speakers'.
4 Click on the '>' button.
5 The 'speaker' shows in the 'List of Meetings' section.

Note
Once information is entered in the 'List of Meetings', it is also added to the 'List of Speakers'. If you need the same meeting again, it could be selected from the lists.

3.2.5 Assigning microphones

To assign microphones to the speakers.

Follow these steps:

1 Check if the PC that runs the application is correctly connected to the Central Control Unit (CCU) of DCN (Wireless) system (refer to chapter 1.5).

2 Double or right click on the applicable 'speaker' in the 'List of Meetings' section.

> *The 'List of Micros' pop-up window shows (refer to figure 3.3).*

3 Click on the applicable 'microphone'.

> *The 'microphone' is highlighted.*

4 Click on the 'Select' button.

> *The assigned microphone shows in the 'List of Meetings' section next to the applicable speaker.*

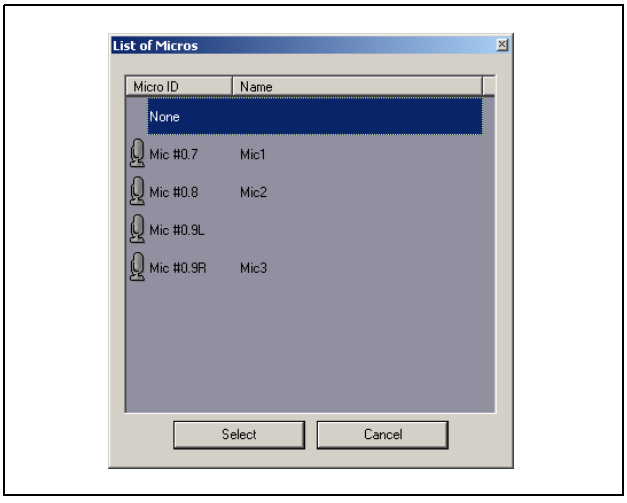


figure 3.3 List of Micros

3.3 Making recordings

Use the 'recording' section of the 'user interface' to make the recordings (refer to figure 3.4).

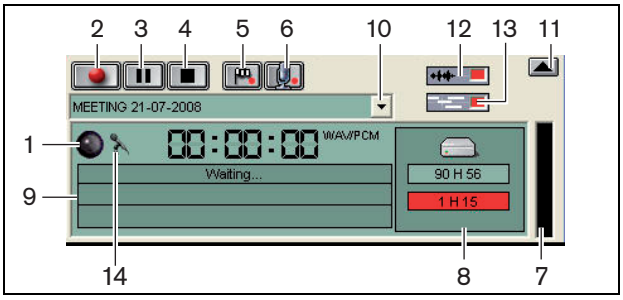


figure 3.4: Recording section

1 **Recording indicator** - Shows the 'status' of the recording (refer to table 3.1).

table 3.1: Recording indicator

Color	Description
Red (flashing)	Recording
Blue	Pause

2 **Recording button** - Starts the recording.

3 **Pause button** - Pauses the recording.

4 **Stop button** - Stops the recording.

5 **Add Flag button** - Opens a dialog to 'add' a 'customized marker' to the recording.

6 **Add speaker button** - Opens a dialog to 'add' a 'speaker name' to the recording.

7 **Recording level indicator** - Shows the recording 'audio level'.

8 **Available space indicators** - Shows the 'total available/set' and used 'recording capacity'.

9 **Status message** - Shows the 'current status'.

10 **Select meeting button** - Shows the 'List of Meetings'.

11 **Visualization screen** - Hide/unhide screen.

12 **Audio Waveform button** - Hide/unhide the 'audio' visualization waveform screen.

13 **Speaker names button** - Hide/unhide the 'Speaker names' visualization screen.

14 **Recording control button** - Opens the 'Windows® Recording Control' window.

3.4 Managing recordings

3.4.1 Introduction

Use the 'File' section of the 'user interface' to manage the recordings. The context menu gives you the options, which are different for recordings, directories and extracts (refer to figure 3.5).

3.4.2 Marking recordings

With the 'Mark' item in the 'context' menu the saved recordings can be marked (refer to figure 3.5 and table 3.2).

table 3.2: User rights

User rights	Description
State 1	Recording
State 2	Recording with attached speaker names.
State 3	Transcribed recording.

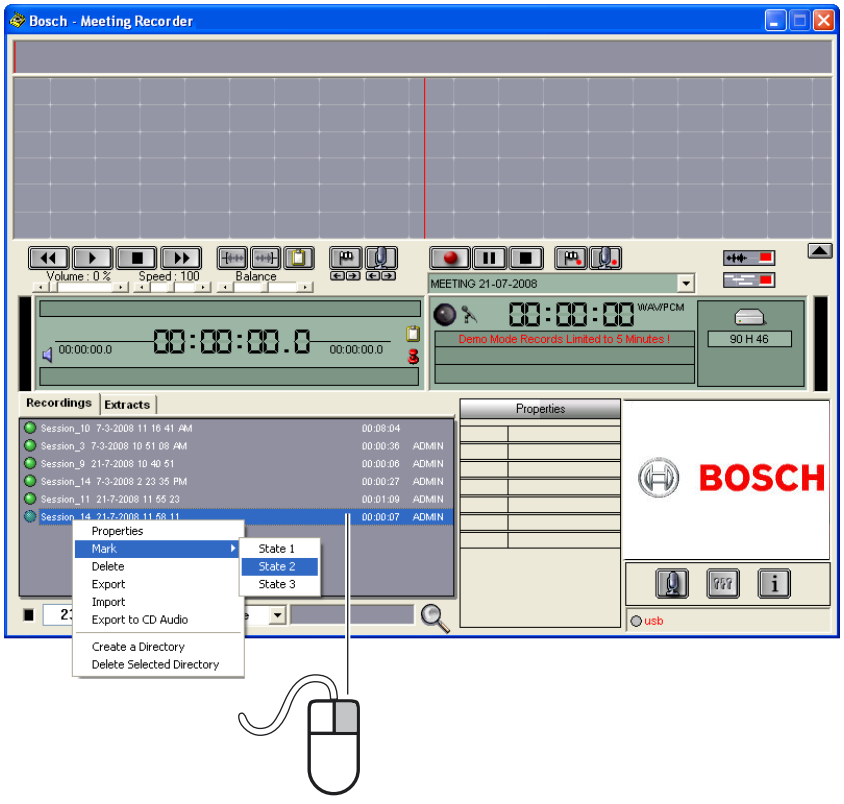


figure 3.5: File section

3.5 Playing recordings

Use the 'playing' section of the 'user interface' to play the recordings (refer to figure 3.6).

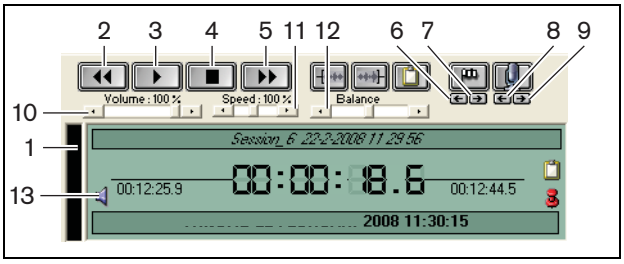


figure 3.6: Playing section (playing)

1 **Recording level indicator** - Shows the recording level.
2 **Rewind button** - Goes back in the recording.
3 **Play button** - Starts the recorded file.

.

Note
If the 'play' speed has been adjusted:
right mouse click will play the adjusted speed.
Left mouse click will play the recording at normal speed. A connected foot pedal always reacts to the speed control.

4 **Stop button** - Stops the recording.
5 **Forward button** - Goes forward in the recording.
6 **Previous marker button** - Jumps to the 'previous marker' in the recording.
7 **Next marker button** - Jumps to the 'next marker' in the recording.
8 **Previous speaker button** - Jumps to the 'previous speaker name' in the recording.
9 **Next speaker button** - Jumps to the 'next speaker name' in the recording.
10 **Volume control** - Adjusts the 'volume' during playback.
11 **Speed control** - Adjusts the 'playback speed' (not valid for WMA format audio files).
12 **Balance control** - Adjusts the 'audio level' between the 'left' and 'right' channel.
13 **Volume control** - Opens the 'Windows® volume control' dialog box.

Note
If the recording is bi-lingual, both the audio from the floor and the simultaneous interpretation can be heard. If a foot pedal is connected to the PC it can used to play the recordings (for example, if you want to make a transcription).

3.6 Editing recordings

Use the 'playing' section of the 'user interface' to edit the recordings (refer to figure 3.7).

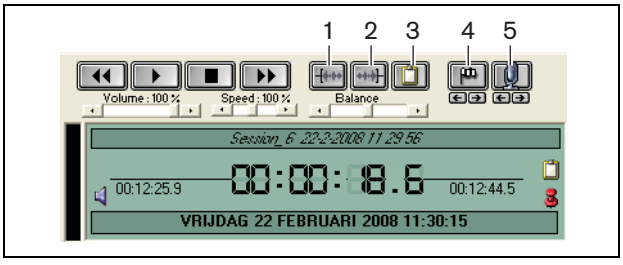


figure 3.7: Playing section (editing)

1 **Start-of-selection button** - Marks the beginning of a selection.
2 **End-of-selection button** - Marks the end of a selection.
3 **Extraction button** - Makes an 'extraction' of a selection. The 'extraction' is automatically put in the 'Extracts' tab of the 'File' section (refer to chapter 3.4).
4 **Add Flag during Playback button** - Opens a dialog to add a 'customized marker' to the recording.
5 **Add speaker button** - Opens a dialog to attach a 'speaker name' to the recording.

4 Transcription

4.1 Introduction

Transcription is the conversion of a spoken language source (or recording) into written form. The DCN Meeting Recorder application software is designed to facilitate transcription of recordings. A text editor can be opened to type the text. On top of the text editor the relevant information can be displayed. Due to the transcription foot pedal (DCN-MRFP), the 'transcriber' can have hands free control on the recording (play recording, pause recording, move forward or move backwards).

4.2 Settings and preconditions

For transcription the following settings and preconditions apply:

- The supplied USB dongle must be connected (refer to chapter 1.3)
- The 'transcriber' must have the appropriate 'user rights', i.e. the user right 'Retranscription' (refer to chapter 2.8).

4.3 Transcribing recordings

Use the 'playing' section of the 'user interface' to 'transcribe' the recordings (refer to figure 4.1).

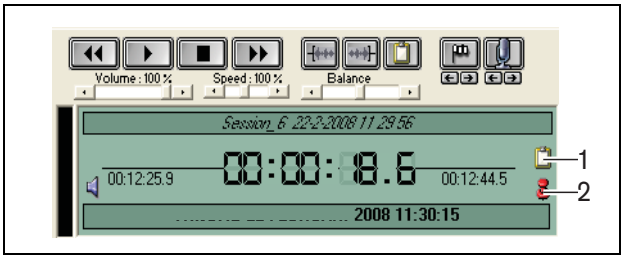


figure 4.1 Transcription

1 **Transcription Module** - Opens a window with i.e. the 'names' which are embedded in the recording.
2 **Transcription time-pin** - Opens a window with 'date and time' information of the recording.

Follow these steps:

1 Connect the 'foot pedal' to a free PC USB port.
2 Open a text editor.
3 Start the Meeting Recorder application.

.

Note
The buttons of the 'playing' section of the 'user interface' have priority over the foot pedal.

4 Find the 'recording' that must be transcribed.
5 Open the 'recording'.
6 Click on the 'Transcription time-pin' button (refer to figure 4.1).
> *The Recording 'Date and Time Information' window shows. This window is a so-called on-top window, so it will appear on top of the text editor.*
7 In case 'speaker names' were attached to the recording, click on the 'Transcription Module' button (refer to figure 4.1).
> *The 'Speaker Names Information' window shows, displaying the attached 'speaker names', the 'start time' and 'stop time' of each speaker, as well as the 'duration' of speaking. This window is a so-called on-top window, so it will appear on top of the text editor.*
8 If 'speaker names' were attached to the recording, it is also possible to right-click in the visualization section (refer to figure 3.1) and select 'Text Transcription Module' from the menu.
> *The 'Speaker Names Information' window shows, displaying the attached 'speaker names', the start time (Timing) of each speaker, as well as the duration of speaking (Dur.(s)).*
9 Select a recording by selecting a 'speaker name'.
> *The recording will immediately move to this position.*

Note
To export 'speaker' information to a text editor or Windows® Excel, right mouse click on the 'speaker names information' window, which opens a dialog window (refer to chapter 3.4).

Note
Using the WMA recording format can cause inconvenience because certain sound tracks do not support level indication. Also the 'speed control' in the playback section will not function.

© Bosch Security Systems B.V.
Data subject to change without notice
2011-10

BOSCH